

CIA INTERNAL USE ONLY

10 MAY 1963

DD/R-736-63

MEMORANDUM FOR: Logistics Services Division

SUBJECT : Conversion of Room 3E37

1. It is the intention of this office to convert Room 3E37 into a conference room for the use of the Office of Research and Development. It is requested that the two desks and four chairs located in this room be removed and that all telephone taps be covered so that conference furnishings can be located in the area. This work order should be completed on or about 15 May 1963.

2. The attached requisition lists material required for the conference room. It is requested that supply action be taken on this request so as to ensure that the material is available when the work above requested is completed.



Assistant for Administration
DD/R

STATINTL

Attachment

Distribution:

Orig. & 1 - Addressee
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LO/DD/R:  4427:slo:(9 May 63)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment